

Sample Invitation Letter

The below letter is drafted for those elected to federal office. However, the same general language can be used for state and local elected officials. Always use your company stationery or your company logo for an e-mail. It is always advised that you check the mailing address online. PIA is happy to assist you in tracking down the appropriate address. Invitations may be sent via postal mail or e-mail; email is generally the quickest way to receive a response.

[Date]

The Honorable John/Jane Doe
United States House of Representatives/United States Senate
Washington, DC 20515/20510

Dear Representative/Senator Doe:

I am writing to invite you to visit [Company Name] in [Name of Town, Name of State]. As a member of Printing Industries of America, we encourage every member of Congress to tour printing and packaging plants in their district for the opportunity to meet and greet their constituents and to learn first-hand how the diverse graphic communications industry works to power the economy in our community, state and nation.

[Insert information describing your company in two to three sentences. You may want to include your company's history, a description of the operation, products and the number of employees.]

This facility tour is an informal opportunity for you to see our plant and speak candidly with our employees. The format usually calls for the brief roundtable with management team, plant tour, and photo opportunity. If you wish, we can also arrange for an optional open discussion with our employees (including a question and comment period). We expect the entire event to take no more than 60 minutes.

Specifically, we invite you to visit our facility during Print Powers America Week 2019 (September 30 – October 4). We are happy to work with your staff to schedule your preferred time on one of these dates. Of course, should you not be able to visit during this week, the invitation is extended to an alternative date that better accommodates your schedule.

We sincerely hope you will accept our invitation to visit us. Please let me know at your earliest convenience if you can join us during Print Powers America Week 2019 (September 30 – October 4). Feel welcome to call or e-mail me directly at [Phone] or [E-mail]. Thank you and I look forward to hosting you in the near future.

Sincerely,

[CEO Name]